

DEPARTMENT OF THE ARMY
Office of the Chief of Engineers
Washington, DC 20314

OM 10-1-2

DAEN-RMI

Memorandum
No. 10-1-2

3 November 1980

Organization and Functions
ORGANIZATION TITLES

1. Purpose. This memorandum prescribes policies and responsibilities to insure that correct and uniform organizational titles are assigned and used in all publications, documents, and correspondence originating in Office of the Chief of Engineers (OCE).

2. Applicability. This memorandum is applicable to all OCE elements.

3. General. The Army Authorization Documents System (TAADS), Unit Identification Codes (UIC) and other programs and systems have multiplied the number of publications and documents that must carry correct and uniform organizational identification information. These programs, many of which exploit computer capabilities, require that organizational titles as well as other identifying information be derived from official sources and be used in a uniform manner.

4. Policy. Directors and chiefs of separate offices will use official titles in all publications, documents, and correspondence issued by their directorates or offices.

5. Responsibilities.

a. Resource Management Office is responsible for:

(1) Approving (or obtaining approval) of official organization titles.

(2) Issuing OCE Permanent Orders and Engineer Regulations in the 10 series to reflect changes in FOA titles.

(3) Issuing OM 10-1-1 changes to reflect approved OCE title changes.

(4) Reviewing OCE Directory Organization Chart before publication to insure that titles are in agreement with those approved in accordance with OM 10-1-1 and this Memorandum.

This memorandum supersedes OM 10-1-2, 23 March 1973

OM 10-1-2
3 Nov 80

b. Directors and chiefs of separate offices will obtain approval for title changes, as indicated in paragraph 6b, before using such titles; and will notify the Resource Management Office of any discrepancies between official organizational titles and those in use in OCE or the field.

6. Procedures.

a. OCE Permanent Orders establish the correct organizational titles of divisions, districts, other field operating activities, and boards and commissions. Subsequently, these titles are reflected in ER 10-1-1 or other ERs in the 10 series. Except for districts, official titles of US Army Corps of Engineers (USACE) FOA are also found on page 3 of the OCE Directory Organization Chart.

b. OM 10-1-1 establishes the correct organizational titles for all elements of the Office of the Chief of Engineers. Between publication dates, official titles are those approved in accordance with procedures in paragraph 7, OM 10-1-1. These titles are reflected in the OCE Directory Organization Chart.

FOR THE CHIEF OF ENGINEERS:



FORREST T. GAY, III
Colonel, Corps of Engineers
Executive Director, Engineer Staff